

CONFIDENTIAL
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Executive Registry

60-788

OFFICE OF THE DIRECTORAction Memorandum No. A-361Date 31 January 1964

TO : Deputy Director/Support

SUBJECT : ~~Painting~~ and Decoration of the Building

REFERENCE:

It has come to my attention that in at least one instance offices of the building have been repainted to the specifications requested by the occupants without any check having been made with the Fine Arts Commission. Would you please see that the necessary procedures are established so that no painting or redecoration is done without the specific approval of the Fine Arts Commission. It should be the responsibility of the Office of Logistics to insure this, and, further, to see that painting and redecoration is in strict conformance with the basic plan laid down by Interior Space Design.

s/LBK/m
Lyman B. Kirkpatrick
Executive Director

(Dictated but not read by Mr. Kirkpatrick)

SUSPENSE DATE:

LBK:drm

Distribution: O&1 - Addressee

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